

MODEL NEW JERSEY COOPERATIVE EDUCATION JOB ANALYSIS FORM

For Potential Cooperative Education Experience Placements

Coordinator/Teacher Name/School		Worksite Visit Date	
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Instructions: The cooperative education coordinator will observe a potential cooperative education site and a targeted job title as part of the cooperative education experience worksite evaluation process. The cooperative education coordinator will interview the employer, worksite supervisor, and an employee working in the specific job title for the purpose of ascertaining whether or not this worksite and job title are an appropriate cooperative education experience placement for educational purposes. Additionally, a worksite health and safety assessment will be conducted prior to student placements. **

Employer Information

1. Employer Name:	
2. Employer Contact:	
3. Worksite Address:	
4. Employer Phone Number:	
5. Targeted Cooperative Education Experience Job Description:	

Observational Information

6. Narrative description of employee activities within the targeted job title:	
7. List specific activities and job skills required of the employee within the targeted job title:	
8. List tools, equipment and materials the employee handles within the targeted job title:	
9. List any job activities and tools, equipment, and materials on the worksite that the student would be prohibited from using:	

** The full "Worksite Safety and Health Evaluation Guide" at the following URL: <http://www.nj.gov/njded/voc/sle/evalguide.pdf>

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Analysis Information

10. What skills are important for student learning at the worksite?			
11. What potential core curriculum content areas will be addressed?			
12. Would the job title and worksite offer a sufficiency of relevant occupational learning opportunities for CTE students?			
13. Would the job title and worksite offer an average of 15 hours per week for the duration of the cooperative education experience?			
14. Would the worksite provide adequate student supervision?			

Safety & Health and Child Labor Review

15. Does the employer have previous experience with hiring minors? Does the employer know what forms must be kept on file when hiring and employing a minor as part of a cooperative educational experience?	<input type="checkbox"/> Training Agreement <input type="checkbox"/> Student Training Plan <input type="checkbox"/> Employment Certificate <input type="checkbox"/> Development Schedule of Hours of Minors Under 18 Years of Age
16. Does the employer have a copy of the "NJ Employer Guide About Working Papers"?	Download Brochure from the NJ Department of Labor and Workforce Development at: http://lwd.dol.state.nj.us/labor/forms_pdfs/lsse/MW-36.pdf
17. Does the employer have a copy of the "NJ Child Labor Law Abstract" to be posted?	Download abstract from the NJ Department of Labor and Workforce Development at: http://lwd.dol.state.nj.us/labor/forms_pdfs/EmployerPosterPacket/MW-129.pdf
18. Does the employer have a copy of the "Development Schedule of Hours of Minors Under 18 Years of Age" form to be posted?	Download from the NJ Department of Labor and Workforce Development at: http://lwd.dol.state.nj.us/labor/forms_pdfs/EmployerPosterPacket/MW-191.pdf
19. Does the employer have a copy of the "NJ State Child Labor Laws & Regulations" handbook (blue book)?	For a copy, call the NJ Department of Labor and Workforce Development, Division of Wage and Hour Compliance at (609) 292-2305

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20. Does the employer have a copy of the “NJ State Wage and Hour Laws & Regulations” handbook (white book)?	<i>For a copy, call the NJ Department of Labor and Workforce Development, Division of Wage and Hour Compliance at (609) 292-2305</i>
21. Does the employer have a written safety and health plan?	<i>Obtain “Don’t Use” stickers for Hazardous Equipment from the US Department of Labor at: http://youthrules.dol.gov/posters.htm</i>

Follow-up

22. Employer Contact Person:	
23. Possible Cooperative Education Experience Start Date:	
24. Career and Technical Education Teachers to inform of this site:	

NOTES:

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Worksite Risk Management Program Evaluation Form

This form is a tool to help evaluate the occupational safety and health risk management issues at the worksite. Attach additional pages, if necessary.

1. Procedures the student must follow for reporting complaints about occupational safety and health issues, sexual harassment or discrimination:	
2. Emergency evacuation procedures the student must follow in the event of a fire or other threat:	
3. Procedures the student must follow in the case he/she is injured on the job or has a medical emergency:	
4. Emergency telephone numbers for the worksite and where are they posted: (e.g., fire department, police, hospital, poison control, and 911 if available in area)	
5. Name and telephone number of the person responsible for handling occupational safety and health issues at the worksite:	
6. The following training will be provided to the student by the employer/agency:	<input type="checkbox"/> New employee orientation <input type="checkbox"/> Hazard communication/Right to Know <input type="checkbox"/> Personal protective equipment <input type="checkbox"/> Worksite occupational safety and health procedures and rules <input type="checkbox"/> Violence/sexual harassment/discrimination training <input type="checkbox"/> Emergency procedures <input type="checkbox"/> On-the-job training on specific hazards encountered on the job Other:
7. If personal protective equipment (PPE) is required, will the employer provide appropriate and properly fitted PPEs to the student for use on the worksite, and are the PPEs OSHA-certified?	
8. Has the worksite ever been inspected by OSHA or PEOSH? If yes, what was the outcome?	
9. Has the worksite had any occupational safety and health injuries over the last two years? If yes, describe:	

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COMMENTS:

*The full “Worksite Safety and Health Evaluation Guide” at the following URL: <http://www.nj.gov/njded/voc/sle/evalguide.pdf>
A final review of all pertinent information required prior to placing a student at a worksite, see the Final Review Checklist found in the “Worksite Safety and Health Evaluation Guide” at: <http://www.nj.gov/njded/voc/sle/evalguide.pdf>*